Performance Appraisal Application (PAA) Demonstration Training Introduction

Fall 2014

Training Objective

- After this demonstration you should:
  - Better understand how to navigate in the DCIPS Performance Appraisal Application (PAA)

THE PAA

The role of the DCIPS Performance Appraisal Application (PAA) is to **facilitate** the performance management process, not to enforce rules.

Roles And Responsibilities

Employee

- Understand the link between performance objectives and organizational mission
- Accept accountability for their actions
- Engage dialogue with rating officials and supervisors
- Identify and record accomplishments and results
- Participate in midterm performance reviews
- Prepare end-of-year accomplishments for input into annual performance reviews

Roles And Responsibilities

Rating Official

- Execute performance management consistent with merit systems principles
- Ensure employees are trained
- Work with employees to develop and communicate performance objectives
- Align performance objectives with employee developmental needs and organizational goals
- Communicate the criticality of elements
- Provide meaningful feedback
- Complete performance reviews
- Collaborate with reviewing officials to complete evaluations of record on time
- Rate individuals against their own objectives using IC performance standards to accurately differentiate performance between individuals

Roles And Responsibilities

Reviewing Official (Higher Level Reviewer)

- Ensure performance plans are in place within established time lines
- Ensure subordinate rating officials are providing performance feedback
- Ensure all performance evaluations are completed on time
- Ensure performance standards are applied consistently by rating officials
- Reviewing Officials are the approving official for each individual evaluation of record within their purview
- Reviewing Officials are responsible for ensuring that all performance standards are consistently applied for those rating officials for whom they are responsible and that they are executing their responsibilities consistent with merit system principles

Roles And Responsibilities

Participant

A guest participant is someone, other than the Rating Official or employee, who contributes to the Performance Evaluation. Rating officials may invite guest participants to provide assessments for consideration when completing employee performance evaluations. Authorization of guest participants does not alleviate rating officials of their performance management responsibilities to establish performance objectives and expectations and monitor, review and evaluate employee performance.

- Guest participants are identified to provide feedback as a guest rater or a guest reviewer
- Guest participants have overseen employees' work at some point during the performance cycle
- Guest raters can provide feedback on individual performance objectives and performance elements and provide recommended ratings at any stage of the performance cycle

Roles And Responsibilities

Guest Participant (Continued)

- Guest reviewers can provide overall comments at any stage of the performance cycle but do not provide recommended ratings
- The information provided by a guest participant is immediately visible to the rating official and reviewing official
- The employee will have access to the information after completion of the Performance Evaluation

Note: The guest participant is identified via My Workplace or CIV Rating Official on the Performance Appraisal Application main page or by selecting the 'Manage Guest Participants' tab within the PAA. Guest participants need not be current rating officials and may provide the information via either My Workplace or My Biz.

Trusted Agent

Trusted Agent

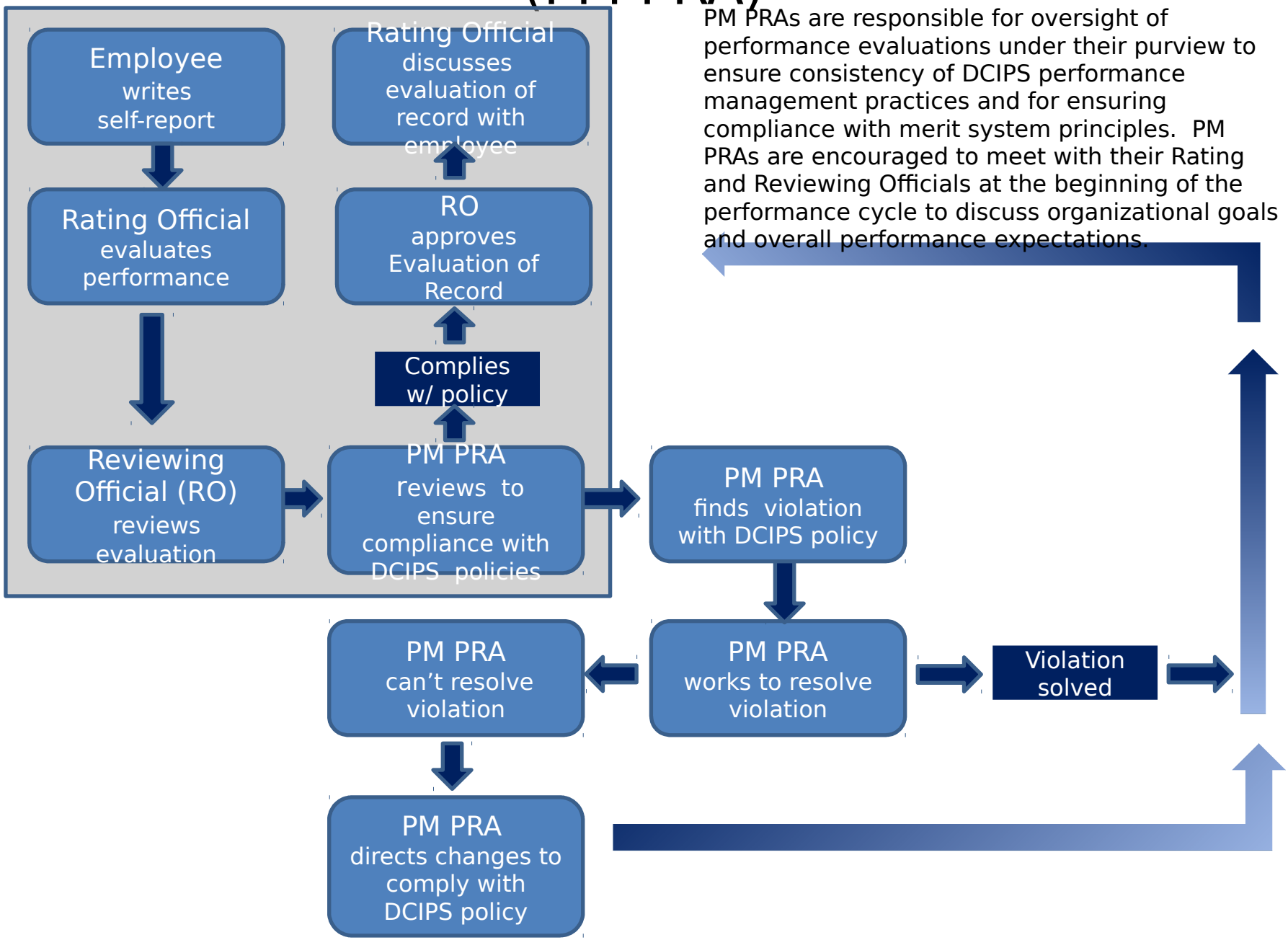
Manage PAA Trusted Agent Authorization allows rating officials and reviewing officials (higher level reviewers) to assign a trusted agent(s) to act on their behalf within the DCIPS PAA. Authorization of a trusted agent(s) does not alleviate rating officials or reviewing officials of their performance management responsibilities to establish performance objectives and expectations and monitor, review, and evaluate employee performance.

The purpose of the trusted agent is to allow someone other than the rating official or reviewing official officials to document the decisions made by the rating official or the reviewing official.

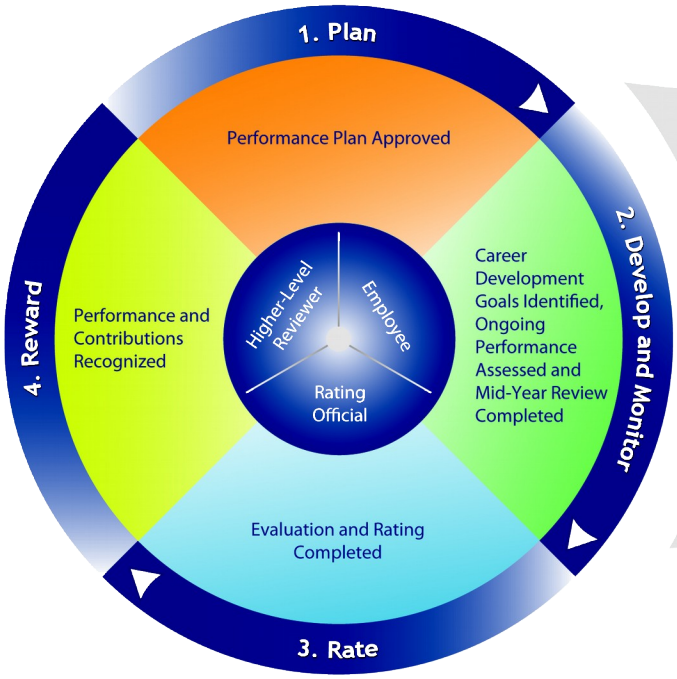
Note: Those individuals appointed as Trusted Agents are assigned the 'CIV Trusted Agent' responsibility. Rating officials and reviewing officials must approve all PAA activities documented by their trusted agent.

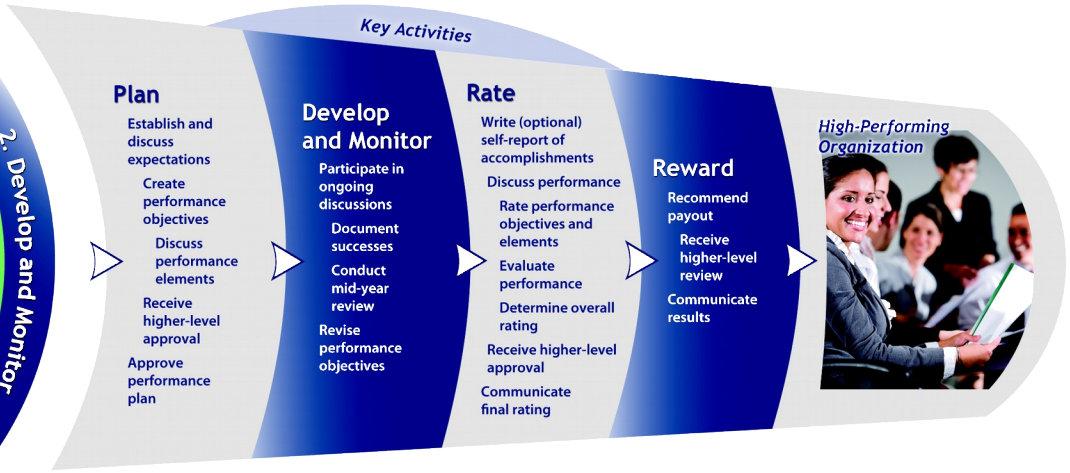
Performance Management Review Authority (PM PRA)

PM PRAs are responsible for oversight of performance evaluations under their purview to ensure consistency of DCIPS performance management practices and for ensuring compliance with merit system principles. PM PRAs are encouraged to meet with their Rating and Reviewing Officials at the beginning of the performance cycle to discuss organizational goals and overall performance expectations.

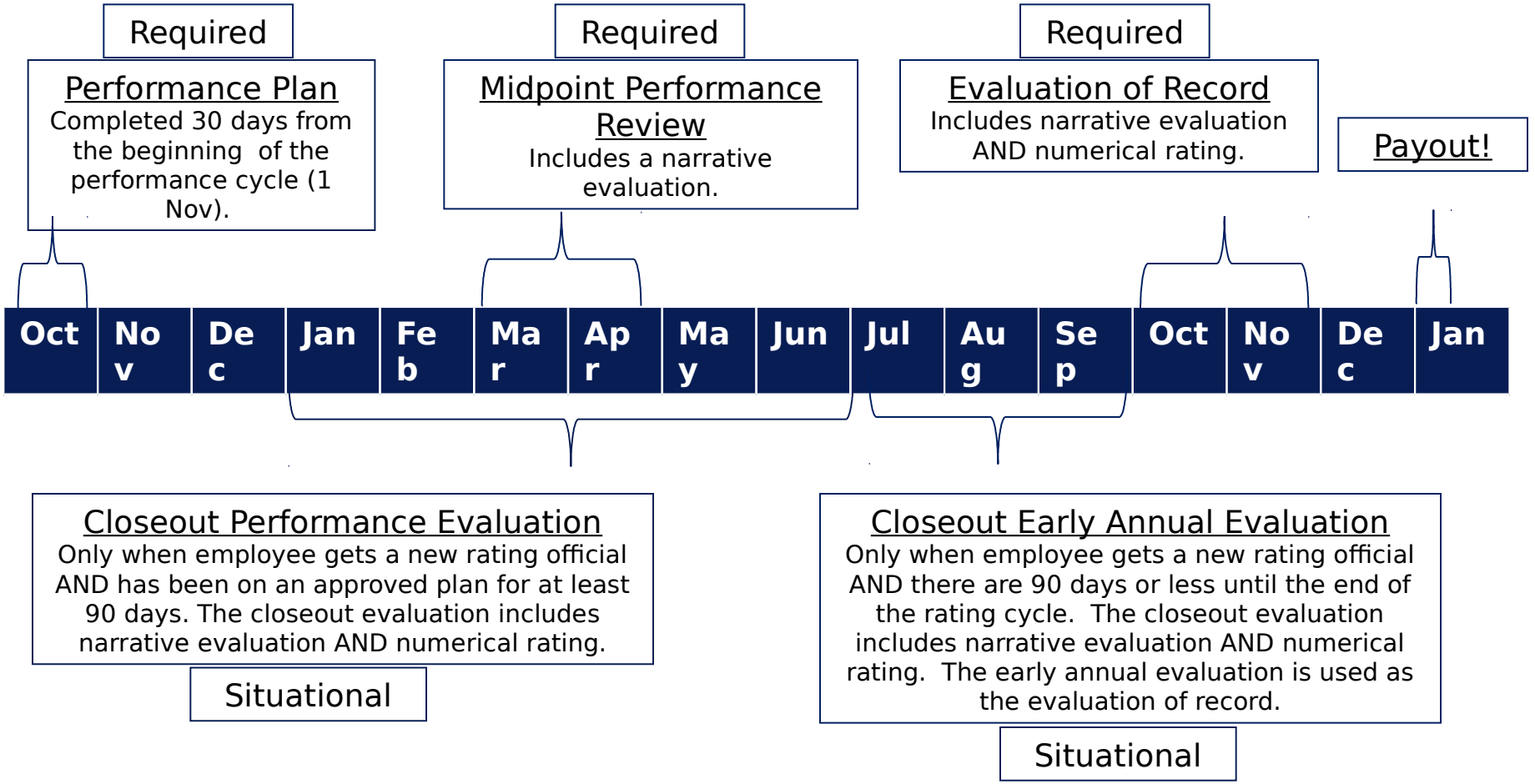

Employee writes self-report
Rating Official evaluates performance
Reviewing Official (RO) reviews evaluation
PM PRA reviews to ensure compliance with DCIPS policies
Complies w/ policy
RO approves Evaluation of Record
Rating Official discusses evaluation of record with employee
PM PRA finds violation with DCIPS policy
PM PRA works to resolve violation
Violation solved
PM PRA can't resolve violation
PM PRA directs changes to comply with DCIPS policy

Performance Management Cycle





Evaluation Timeline


Required
Performance Plan
Completed 30 days from the beginning of the performance cycle (1 Nov).
Required
Midpoint Performance Review
Includes a narrative evaluation.
Required
Evaluation of Record
Includes narrative evaluation AND numerical rating.
Payout!
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Closeout Performance Evaluation
Only when employee gets a new rating official AND has been on an approved plan for at least 90 days. The closeout evaluation includes narrative evaluation AND numerical rating.
Situational
Closeout Early Annual Evaluation
Only when employee gets a new rating official AND there are 90 days or less until the end of the rating cycle. The closeout evaluation includes narrative evaluation AND numerical rating. The early annual evaluation is used as the evaluation of record.
Situational